

King, Valerie A.

From: King, Valerie A.
Sent: Thursday, May 20, 2004 11:36 AM
To: Roethig, Hans
Cc: Mawyer, Denise T.; Mendes, Paul
Subject: Contracts for Jane's Signature During Vacation



Critical

Contracts_5.24.04 thr

Hans:

Further to our discussion yesterday afternoon, attached is a document that outlines the four contracts that Jane will need to sign during your vacation (I thought of one other that may get finalized). Please feel free to share this with Jane for her reference when you meet with her tomorrow.

As it currently stands, I don't know when the final documents will be ready for her signature. Denise will be shepherding the progress of these in my absence and will coordinate. As long as Jane is aware of these contracts and understands their content and urgency, I am hopeful that obtaining her signature will not be an issue.

If any questions or you'd like to discuss further this afternoon, please let me know.

Thanks,
Valerie

Tracking:

Recipient

Roethig, Hans

Mawyer, Denise T.

Mendes, Paul

Read

Read: 5/20/2004 12:54 PM